



BELVEDERE INTERNATIONAL SCHOOL

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# MISSING CHILD POLICY

2024-2025

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Hili, Al Ain, United Arab Emirates

www.belvedereinternationalschool.com



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### POLICY ON MISSING CHILDREN

The likelihood of children going missing whilst at school is minimal, because of existing security measures, which are in place on the school site and the generous staffing ratios. Nevertheless, in the event of this remote possibility happening, we have developed the following procedure:

There are a limited number of situations where a child might be become lost and these are listed below.

- Despite the appropriate level of student to adult ratio being put in place prior to the trip and a risk assessment written to minimise the possibility of this happening, a child wanders off either alone or with an unauthorised adult.
- Where a child wanders from classroom or school site, despite staff vigilance and existing security measures.
- Where a child leaves the school building or site with an unauthorised adult, despite staff vigilance and security measures.

### **Action to be taken if a child is found to be missing:**

#### **If the incident happens on site:**

- Alert the member of teaching staff in charge at time of incident;
- Ensure remaining children are supervised, one member of staff does a brief and quick search of adjacent rooms;
- If child is not found then alert a member of the Senior Leadership Team (SLT) immediately - Head of Primary/Head of Secondary in the first instance;
- The SLT member and class teacher, will determine from the relevant staff as to when the child was last seen and where;

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- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building and grounds;
- Advise all members of staff, so that a search of the whole school site can be made;
- If the child cannot be found within 20 minutes the police and parents must be informed;
- Continue to search, widening the search area, keeping in touch via mobile phones if available;
- Head of Primary/Secondary to liaise with parents during and after the incident is resolved.

### **If the incident happens on a trip:**

- All teachers on the trip will have mobile phones and will have left their contact details with the SLT at the school;
- Alert class teacher and the teacher in charge of the overall trip immediately;
- Teacher leading the trip will determine from the relevant staff as to when the child was last seen and where;
- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the immediate vicinity;
- If trip site is staffed- ask the site staff for support in search;
- If the child cannot be found within 20 minutes the police must be informed;
- If the child cannot be found within 20 minutes the Head of Primary/Secondary must be informed by phone;
- The Head of Primary/Secondary will inform parents;
- Continue to search, widening the search area, keeping in touch via mobile phone;

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- Head of Primary/Secondary to liaise with parents during and after the incident is resolved.

At a later date, SLT, the class teacher and other staff involved, should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future recurrence.

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